



JON S. CORZINE  
Governor

## State of New Jersey

Office of Homeland Security and  
Preparedness  
PO Box 091  
TRENTON, NJ 08625-0091

RICHARD L. CAÑAS  
DIRECTOR

### NOTICE OF JOB VACANCY

Posting Number: 06-11W

An opportunity currently exists in the Office of Homeland Security & Preparedness within the unclassified service who meet the minimum job requirements specified below:

TITLE: Administrative Analyst 2

SALARY: \$54,106.78 - \$76,974.16

LOCATION: Office of Homeland Security and Preparedness  
PO Box 091  
Trenton, NJ 08625

DESCRIPTION OF JOB: As an Administrative Analyst in the Current Intelligence Section of the Office of Homeland Security and Preparedness, assists in the review and analysis of counter-terrorism information received from local, state and federal authorities as well as open sources. Supports Intelligence Investigators with the research of intelligence and investigative information to ascertain legitimacy, and performs both tactical and strategic analysis of data and composes written assessments. Utilizes computerized analytical software to generate compilations, statistical analysis, summary tables, listings, and graphics in support of intelligence products. Performs searches of public and private databases to assist in the detection and apprehension of terrorism-related individuals. Performs as a liaison with other law enforcement agencies.

#### REQUIREMENTS:

The existence of a law enforcement background or prior intelligence experience is a benefit.

Education: Graduation from an accredited college or university with a Bachelor's degree.

Experience: Three (3) years of experience involving the review, analysis, and evaluation of budget, organization, administrative practices, operational methods, management operations, or data processing applications, or any combination thereof, which shall have included responsibility for the recommendation, planning, and/or implementation of improvements in a business or government agency.

NOTE: Applicants who do not possess the required education may substitute additional experience as indicated on a year-for-year basis with thirty (30) semester hour credits being equal to one (1) year of experience.

NOTE: A Master's degree in Public Administration, Business Administration, Economics, Finance, or Accounting may be substituted for one (1) year of indicated experience.

If you are interested in the above position, please send a letter, or email, (including posting number) and resume to Anita Bogdan, Chief Administrative Officer, Office of Homeland Security and Preparedness, PO Box 091, Trenton, NJ 08625 (or to [ohspresume@ohsp.state.nj.us](mailto:ohspresume@ohsp.state.nj.us)) no later than September 8, 2006.

This may be a lateral transfer / promotional opportunity depending on qualifications and experience of applicants. This department is committed to the principles and practices of Equal Employment Opportunities and Affirmative Action and the Americans with Disabilities Act.

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Chief Administrative Officer